

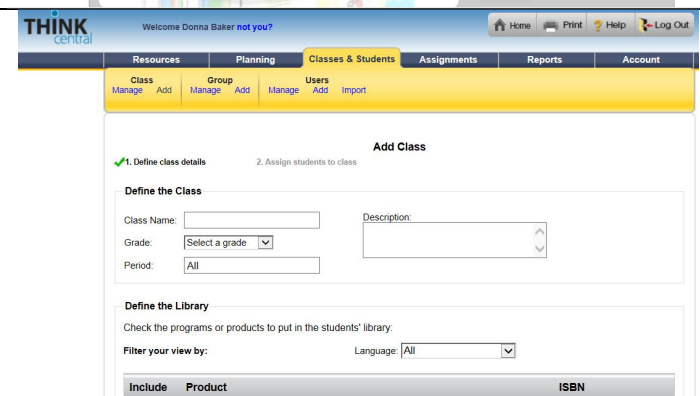
Adding Students to ThinkCentral and Managing Classes

For Teachers

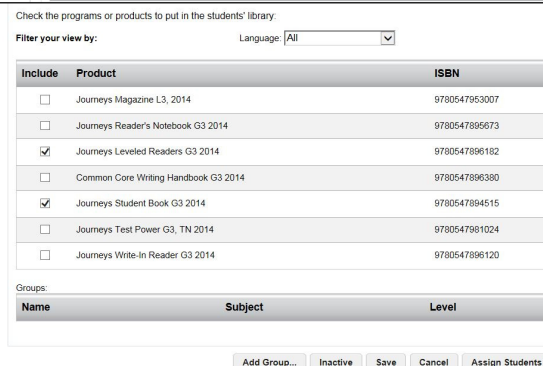
1. Log into <https://www-k6.thinkcentral.com>
2. Click on Classes and Students at the top or on the right.



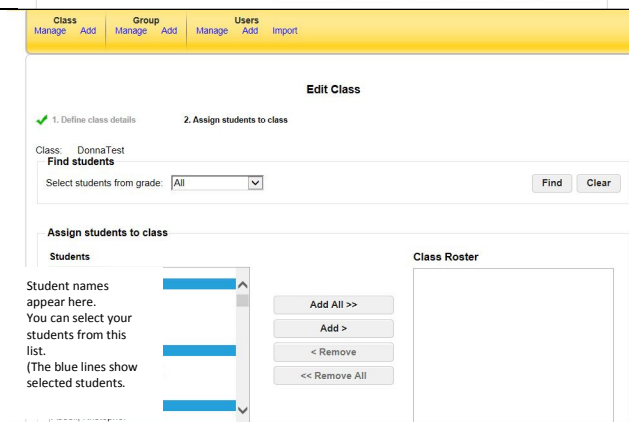
3. Create class.



4. Choose resources you wish to have available to students.
5. Click Assign Students at the bottom of the page.



6. Select students assigned to you as members of this class by clicking on the name and then clicking Add.
You can select multiple students by holding down the Control key (Windows/PC) or the Command key (Mac) as you click on multiple students and then click Add to add the group of students you selected.



To add students who do not appear in your list:

1. Click Add under Users at the top
2. Choose student grade level
3. Type in student's first and last names

THINKcentral

Welcome Donna Baker not you?

Home Print Help Log Out

Resources Planning Classes & Students Assignments Reports Account

Class Manage Add Group Manage Add Users Manage Add Import

Add User

User Details

Role

User Type: Student

School: West Creek Elementary School

Grade: * P-K K 1 2 3 4 5 6 7 8

Personal Details

First Name: *

4. When entering ThinkCentral Credentials remember the established protocol/
Username is the student's PowerSchool /lunch number
Password is FL#### (the last four digits of the TN_StudentPIN)
5. Retype the password
6. Click Add
7. See step 6 above to add the newly entered student to the class.

Last Name: *

ThinkCentral Credentials

The username and password must have between 5 and 32 characters.

Student ID: *

Username: *

Password: *

Retype Password: *

NCLB Data

IF you are unable to add a student who does not appear in your school's list he or she may have transferred from another school in our system. Please email donna.baker@cmcss.net with the student's full name and PowerSchool number to have the student transferred to the correct school.